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FM DFAS INDIANAPOLIS IN//ADIP//

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INFO DFAS INDIANAPOLIS IN//ADIP//

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MSGID/GENADMIN/DFAS-ADIP//

SUBJ//PROCEDURES FOR OBLIGATING MILITARY PAY (ACCT POL IMPL MSG 06-44)

A. 64 COMP GEN 45 (1984).

B. 31 COMP GEN 471, 472 (1952).

C. PRINCIPLES OF FEDERAL APPROPRIATIONS LAW, VOLUME II, CHAPTER 7.

D. DFAS MANUAL 37-100-06.

E. DFAS-IN REG 37-1, CHAP 8.

F. MSG, DFAS-IN/ADIP, 031905Z MAR 06, PROCEDURES FOR OBLIGATING MILITARY PAY (ACCTG POL IMPL MSG 06-21).

1. THIS MESSAGE IS A RE-PUBLICATION OF REF F. PLEASE COMPLY WITH THE STANDARD DOCUMENT NUMBER FORMATS IN PARA 5. THIS MESSAGE ALSO PRESCRIBES PROCEDURES FOR OBLIGATING TRANSACTIONS WHICH CITE THE ARMY MILITARY PAY APPROPRIATION (MPA) (BASIC SYMBOL 2010).

2. MPA IS USED TO PAY FOR PAY AND ALLOWANCES, INCENTIVE BONUSES AND OTHER ENTITLEMENTS, INCLUDING COSTS OF RETIRED PAY ACCRUAL, INITIAL ISSUE OF INDIVIDUAL CLOTHING, SUBSISTENCE, INTEREST ON SAVINGS DEPOSITS, DEATH GRATUITIES, SGLI, PCS TRAVEL AND PER DIEM PORTION OF TDY (NOT TO EXCEED ONE DAY BETWEEN PERMANENT DUTY STATIONS) FOR ACTIVE COMPONENT ARMY MEMBERS AND US MILITARY ACADEMY CADETS. MPA WILL ALSO BE USED TO FUND EXPENSES FOR APPREHENSION AND DELIVERY OF DESERTERS, PRISONERS AND AWOL MEMBERS.

3. MILITARY PERSONNEL, ARMY (MPA) APPROPRIATION IS MANAGED AND FUNDED AS A CENTRALLY MANAGED ALLOTMENT. PROGRAMMING IS DONE AT THE DA LEVEL. EFFECTIVE 30 SEPTEMBER 2006, THE MPA APPROPRIATION WILL COMPLETE TRANSITION TO A SPECIFIC ALLOTMENT, AND WILL CITE ALLOTMENT SERIAL NUMBER 1100 AND FISCAL STATION NUMBER 12120.

4. OBLIGATION RULES.

A. ANNUAL LEAVE: OBLIGATE IN MONTH LEAVE IS TAKEN USING CURRENT FUNDS.

B. CLOTHING: RECORD IN MONTH PURCHASED USING CURRENT FUNDS. IF REIMBURSING SERVICE MEMBER FOR PURCHASE OF CLOTHING, RECORD OBLIGATION IN MONTH SERVICE MEMBER INCURRED THE EXPENSE USING FUNDS CURRENT AT THAT TIME.

C. ENLISTMENT BONUS: RECORD IN MONTH BONUS IS PAYABLE USING CURRENT FUNDS.

D. EXPENSES RELATED TO APPREHENSION AND DELIVERY OF DESERTERS, PRISONERS AND AWOL MEMBERS: RECORD IN MONTH EXPENSES INCURRED USING CURRENT FUNDS.

E. PCS:

(1) COST FOR TRAVEL AND TRANSPORTATION OF THE SOLDIER AND FAMILY MEMBERS: RECORD IN MONTH ORDERS ARE ISSUED USING CURRENT FUNDS.

(2) DISLOCATION ALLOWANCE AND SEPARATION TRAVEL ALLOWANCE: RECORD IN MONTH ORDERS ARE ISSUED USING CURRENT FUNDS.

(3) TRANSPORTATION OF HOUSEHOLD GOODS/POV/TRAILER AND PORT HANDLING CHARGES(ACTIVE AND RETIRED): IF THE GOVERNMENT SHIPS THE HOUSEHOLD GOODS/POV/TRAILER, RECORD THE OBLIGATION WHEN THE COMMERCIAL CARRIER PICKS UP THE HOUSEHOLD GOODS USING CURRENT FUNDS AT TIME SERVICE IS RENDERED. IF SERVICE MEMBER SHIPS THE HOUSEHOLD GOODS/POV/TRAILER, RECORD THE OBLIGATION WHEN ORDERS ARE ISSUED USING CURRENT FUNDS.

(4) STORAGE OF HOUSEHOLD GOODS: RECORD WHEN SERVICE IS RENDERED AGAINST CURRENT FUNDS AT TIME SERVICE IS RENDERED. IF STORAGE CROSSES FISCAL YEARS, SPLIT OBLIGATION AND COSTS BETWEEN FISCAL YEARS.

(5) TEMPORARY QUARTERS AND SUBSISTENCE ALLOWANCE: RECORD IN MONTH ORDERS ARE ISSUED USING CURRENT FUNDS.

(6) PET QUARANTINE FEES: RECORD IN THE MONTH THE ORDERS ARE ISSUED USING CURRENT FUNDS.

(7) ANNUAL ROUND TRIP FOR DEPENDENT STUDENT: RECORD IN THE MONTH THE TRAVEL OCCURS USING CURRENT FUNDS.

F. MISCELLANEOUS PAYROLL ITEMS (E.G., QUARTERS ALLOWANCES, SUBSISTENCE, ETC.): RECORD IN MONTH ENTITLEMENT IS EARNED USING CURRENT FUNDS.

G. SALARY: RECORD IN MONTH EARNED USING CURRENT FUNDS.

H. SUBSISTENCE: RECORD WHEN ORDERED USING CURRENT FUNDS.

5. STANDARD DOCUMENT NUMBERS (SDN). USE THE SDN FORMATS LISTED BELOW.

A. ADVANCE PAY:

(1) POSITION 1-6 -- ADVANC.

(2) POSITION 7-9 -- FIRST THREE LETTERS OF MEMBER'S LAST NAME. IF LAST NAME LESS THAN THREE LETTERS, ZERO FILL.

(3) POSITION 10-13 -- ENTER LAST FOUR DIGITS OF SSN.

(4) POSITION 14 -- LAST DIGIT OF FY.

B. CASUAL PAY:

(1) POSITION 1-6 -- CASUAL.

(2) POSITION 7-9 -- FIRST THREE LETTERS OF MEMBER'S LAST NAME. IF LAST NAME LESS THAN THREE LETTERS, ZERO FILL.

(3) POSITION 10-13 -- ENTER LAST FOUR DIGITS OF SSN.

(4) POSITION 14 -- LAST DIGIT OF FY.

C. CLOTHING:

(1) POSITION 1-4 -- CLTH.

(2) POSITION 5-6 -- LAST TWO DIGITS OF FISCAL YEAR.

(3) POSITION 7-9 -- FIRST THREE LETTERS OF MEMBER'S LAST NAME. IF LAST NAME LESS THAN THREE LETTERS, ZERO FILL.

(4) POSITION 10-13 -- LAST FOUR DIGITS OF MEMBER'S SSN.

(5) POSITION 14 -- A FOR OCTOBER, B FOR NOVEMBER, C FOR DECEMBER, D FOR JANUARY, E FOR FEBRUARY, F FOR MARCH, G FOR APRIL, H FOR MAY, J FOR JUNE, K FOR JULY L FOR AUGUST OR M FOR SEPTEMBER.

D. NON-TEMPORARY STORAGE OF HOUSEHOLD GOODS/POV:

(1) POSITION 1-3 -- FIRST THREE LETTERS OF MEMBER'S LAST NAME. IF LAST NAME LESS THAN THREE LETTERS, ZERO FILL.

(2) POSITION 4-7 -- LAST FOUR DIGITS OF MEMBER'S SSN.

(3) POSITION 8 -- P FOR PCS.

(4) POSITION 9 -- A FOR OCTOBER, B FOR NOVEMBER, C FOR DECEMBER, D FOR JANUARY, E FOR FEBRUARY, F FOR MARCH, G FOR APRIL, H FOR MAY, J FOR JUNE, K FOR JULY L FOR AUGUST OR M FOR SEPTEMBER.

(5) POSITION 10-11 -- FY.

(6) POSITION 12-14 -- LAST THREE DIGITS OR ORDER NUMBER (IF LESS THAN 3, ZERO FILL).

E. PCS:

(1) POSITION 1-3 -- FIRST THREE LETTERS OF MEMBER'S LAST NAME. IF LAST NAME LESS THAN THREE LETTERS, ZERO FILL.

(2) POSITION 4-7 -- LAST FOUR OF MEMBERS SSN.

(3) POSITION 8 -- P.

(4) POSITION 9-14 -- SIX DIGIT ORDER NUMBER FROM PCS ORDERS.

F. PCS ADVANCE (ALL):

USE SAME FORMAT AS PCS.

G. SUBSISTENCE THROUGH A LOGISTICS SYSTEM:

(1) POSITION 1-6 -- DODAAC.

(2) POSITION 7-10 -- JULIAN DATE.

(3) POSITION 1-14 -- SERIAL LINE ITEM NUMBER.

H. SUBSISTENCE THROUGH A CONTRACT OR VENDOR PAY:

(1) POSITION 1-6 -- DODAAC.

(2) POSITION 7-10 -- JULIAN DATE.

(3) POSITION 11-14 -- UNIQUE SEQUENTIAL NO.

I. TDY:

(1) POSITION 1-3 -- FIRST THREE LETTERS OF MEMBER'S LAST NAME. IF LAST NAME LESS THAN THREE LETTERS, ZERO FILL.

(2) POSITION 4-7 -- LAST FOUR OF MEMBERS SSN.

(3) POSITION 8 -- T.

(4) POSITION 9 -- A FOR OCTOBER, B FOR NOVEMBER, C FOR DECEMBER, D FOR JANUARY, E FOR FEBRUARY, F FOR MARCH, G FOR APRIL, H FOR MAY, J FOR JUNE, K FOR JULY L FOR AUGUST OR M FOR SEPTEMBER.

(5) POSITION 10-14 -- LAST FIVE DIGITS OF THE TRAVEL ORDER NUMBER, IF LESS THAN FIVE DIGITS, ZERO FILL.

6. POCS:

A. DFAS-IN MILITARY PAY ACCOUNTING: 317-510-1489.

B. ARMY BUDGET OFFICE, MILITARY PERSONNEL DIVISION: 703-692-9840.

C. DFAS-IN ACCOUNTING PROCEDURES: 317-510-3380.//

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